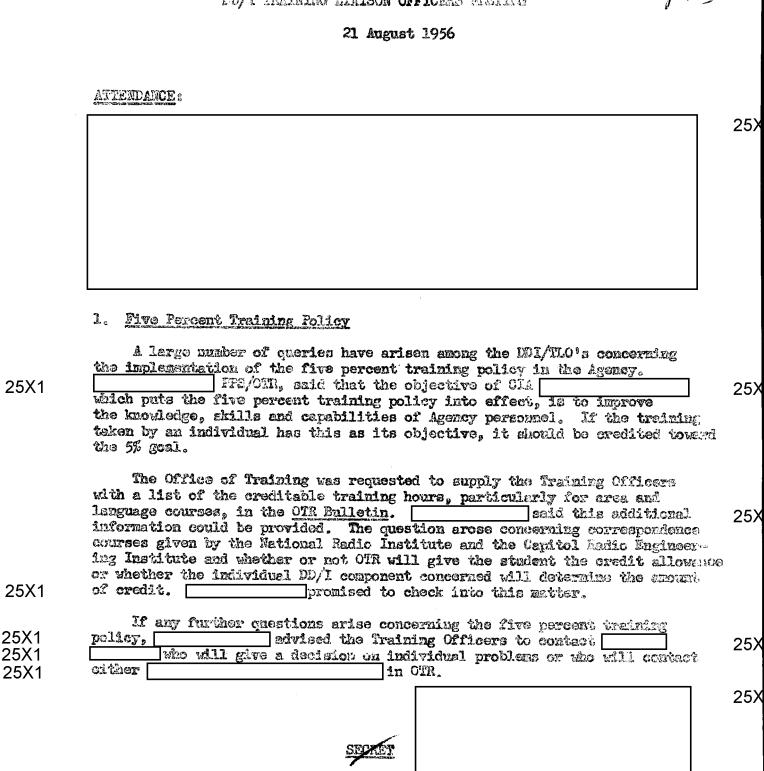
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SUMMARY OF PROCEFDINGS

DD/T TRAINING LIAISON OFFICERS MIETING



Approved G1. Relate 200/08/05 : CIA-RDP60-00594A000100050004-7

	2. Professional Typing Course and Agency Testing for Clericals
25X1	announced that the typing course for professional personnel will be offered again on 24 September through 16 November from 7:30 a.m. to 8:15 a.m., daily, for eight weeks. Deadline date for registration for the typing course is 17 September. The course will be given in Quarters I, Room 2702, Wing H, second floor. will be the instructor.
	The Clerical Refresher courses will resume again in September. The required pretesting for these courses will be given on September 6th. However, if a clerical employee is unable to take the necessary pretesting on this date, arrangements may be made with
25X1	Agency testing for clericals is now being done by the Clerical Refresher Staff in Alcott Hall every second Tuesday. The next Agency testing will be given on 28 August
	3. Effective Speaking Course and Effective Writing Course
25X1 25X1	of the Intelligence School announced that there will be two courses offered in September on Effective Writing. The first course will be offered from 25 September to 27 November (each Tuesday) and the second from 27 September to 6 December (each Thursday), from 8:45 to 10:45. will be the instructor and each class
23/(1	will be limited to 20. Closing date for registration is 31 August.
	The Effective Speaking course will be offered from 10 September to 17 October for two hours each Monday and Mednesday. This class is designed for those intelligence officers and others who have a responsibility for oral briefings or presentations of intelligence information. The course covers the basic elements of public speaking and provides students with practice in the classroom.

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